

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING LANDSCAPE ARCHITECT, CALTRANS**

POSITION TITLE: **DISTRICT LANDSCAPE ARCHITECTURE**

SALARY: **\$8955 - \$9878**

LOCATION: **DISTRICT 4 - OAKLAND**

FINAL FILING DATE: **MAY 28, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Division Chief, Design East, the incumbent serves as Office of Landscape Architecture and is responsible for planning and development of district landscape architectural efforts in connection with freeway, highway and other State transportation projects, as well as implementing the development and effective application of improved roadside design standards to ensure stewardship of environmental resources, and reduce the potential for storm water pollution in accordance with departmental commitments. The incumbent is the chief liaison between design, environmental, planning and maintenance programs regarding landscape architectural issues. Works regularly with Traffic Operations, New Technology and Research, Legal and other district and headquarters functional units, districts and regions, external agencies, and district advisory groups, to achieve departmental goals and commitments. Makes final decisions on complex issues related to the planning, design and management of highway roadsides and, must skillfully apply principles of strategic planning, value analysis and quality improvement and facilitate development and monitoring of policies through innovative thinking and inclusive

participation. Serves as a district focal point for implementation of Context Sensitive Solutions concepts. Directs the work of landscape architectural staff and others for the activities of landscape architectural project development, erosion and storm water control and maintenance of highway planting. Responsibilities include, but are not limited to:

- Plans, develops and updates landscape architectural program objectives, policies and guidelines, a model roadside water quality planning process for documenting roadside conditions, deficiencies and environmental, design and maintenance objectives. Integrate landscape architectural, storm water including resource agency compliance standards, design for safety, traffic operations, protection of sensitive species and habitats, scenic highways, context sensitive solutions roadside enhancement, transportation enhancements and encroachment permits. Develop and pursue a multi-year plan for achieving Caltrans roadside planning, design, maintenance and operations commitments. Recommend appropriate resources for achieving program objectives.
- Directs the planning and development of project reports, plans, specifications and estimates for landscape architectural projects. Monitors and oversees locally funded landscaping projects designed by private consultants.
- Coordinates implementation of design standards among district functional units, including Design, Traffic Operations and Office Engineer. Monitors project study reports, project reports and PS&E for highway improvements projects to ensure compliance with program goals, focusing on innovative roadside design, best management practices, roadside facilities, slopes, soil improvement, and planting design. Oversees and directs field review, consultation and training to assist design, construction and maintenance personnel in achieving program goals. Develops meetings, workshops, training, contracts, action request and other tools to facilitate implementation of program goals within the District.
- Ensures improved communication between the Environmental, Maintenance and design Division on roadside design, storm water and maintenance issues to be addressed in project programming, design and maintenance. Provides guidance to the Maintenance and design Divisions regarding new technology and best management practices.
- Manage and report capital outlay support expenditures for each assigned project in the Office and recommend ways to improve the quality of design products and keep the expenditures within allocation.
- Administrative management of the Office of Landscape Architecture and the District Landscape.
- Represents the Department at external meets regarding landscape architectural issues.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects. **and**

Either I

Two years of experience in the California state service performing the duties of a Senior Landscape Architect or Senior Landscape Architect, Caltrans.

Or II

Experience: Broad and extensive experience (more than five years) in the planning and design of landscape architectural projects, at least two years of which shall have been comparable in level of responsibility to a Senior Landscape Architect, Caltrans, in the California state service. **and**

Education: Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles of program and project management; principles of budgeting and program control; various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation and maintenance; principles of personnel management and supervision; the Department's safety, health, equal employment opportunity and labor relations program objectives; planning, directing and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects; factors which influence the impact of landscape architecture facilities on the environment, the community and the economy; and methods of planning, programming, and administering all types of large-scale landscape architectural and land use planning programs.

Ability to: Prepare technical directives and administrative orders; correlate engineering or architectural features to proposed landscape projects; direct a large-scale landscape program; communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State and local agencies; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives; and plan, prepare and implement preliminary studies of large-scale planning, capital outlay and landscaping programs on a statewide basis.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of the Department's programming, budgeting, project development and engineering management processes and procedures.
- Demonstrated knowledge of the internal working arrangements of a typical Caltrans district operation.
- Demonstrated ability to resolve difficult issues using negotiating skills.
- Demonstrated interpersonal, supervisory, leadership and management skills, and proactively work in a rapidly changing environment.
- Demonstrated ability to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Be creative, innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals.
- Demonstrated knowledge of landscape architecture activities, worker and public safety assurance, vegetation management, resource conservation, team management, consensus building and quality improvement processes.
- Demonstrated ability to monitor, advise, train and give general direction to individuals performing work in the Office of Landscape Architecture.
- Demonstrated ability to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties.
- Demonstrated ability to communicate effectively, verbally and in writing.
- Demonstrated ability to prepare technical directives and to interpret these and those prepared by others, to employees in allied disciplines as well as landscape architects involved in project development in the Districts.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title** and the **MSP number 10MSP15** being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **MAY 28, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
1727 – 30TH STREET, MS #86
Attn: Liz Ochoa
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.